Office of the Assistant Secretary

A-30-001-01 **Assistant Secretary's Subject Files - Arranged by subject**

Description: Memorandum of understanding, general correspondence, telegrams, airgrams, Congressionals, position papers, reports, reference materials, handwritten notes, letters, policy papers, decisions and other documentation on discussions, positions and policies related to Human Rights issues.

Disposition: Permanent. Cut off at the end of the incumbent's tenure. Retire to the Records Service Center (RSC) for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-12, item 1 **Date Edited:** 4/1/1999

A-30-001-02 **Chronological Files - Arranged chronologically**

Description: Incoming and outgoing correspondence, telegrams, airgrams, reports, memoranda, background notes, position papers, policies and other documentation acted on or signed by the Assistant Secretary.

Disposition: Permanent. Cut off when 1 year old. Retire to Records Service Center (RSC) when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-12, item 2 **Date Edited:** 4/1/1999

A-30-001-03 **Deputy Assistant Secretary's Subject Files - Arranged by subject**

Description: Memoranda of understanding, letters, telegrams, airgrams, briefing notes, position papers, press releases and other documentation. Documents U.S. and international positions on Human Rights issues.

Disposition: Permanent. Cut off when 1 year old. Retire to Records Service Center (RSC) when 5 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-12, item 3 **Date Edited:** 4/1/1999

A-30-001-04 **Chronological Files**

Description: Incoming and outgoing general correspondence, telegrams, airgrams, memorandum of understanding, reports, position papers, policies and other documentation related to Human Rights issues.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 5 years old for transfer to WNRC. Transfer to National Archives when 30 years old.

DispAuthNo: N1-59-95-12, item 4 **Date Edited:** 4/1/1999

A-30-001-05 **Senior Advisor Files - Subject Files**

Description: Memorandum of understanding, general correspondence, position papers, telegrams, advisory opinions, reports, policy papers and other documents used to advise the Assistant Secretary and his staff on Human Rights.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 1 year old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 5 **Date Edited:** 4/1/1999

A-30-001-06 **Chronological Files - Arranged chronologically**

Description: Correspondence, telegrams, reports, background materials, position papers, memoranda and other related documents which pertain to human rights.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 30 years old for transfer to WNRC. Transfer to the National Archives in 5-year blocks.

DispAuthNo: N1-59-95-12, item 6 **Date Edited:** 4/1/1999

A-30-001-07 **Staff Assistant - Daily Reports - Arranged chronologically**

Description: Memoranda from the DRL Staff which pertain to policies regarding human rights.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-12, item 7 **Date Edited:** 4/1/1999

A-30-001-08 **Weekly Activities Reports - Arranged chronologically**

Description: Reports on activities of the Bureau of DRL. These are reports from the Assistant Secretary to the Under Secretary in G.

Disposition: Permanent. Cut off when 1 years old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-12, item 8 **Date Edited:** 4/1/1999

A-30-001-09 **Briefing Books (Welcome Home)**

Description: Consist of a welcome home memorandum regarding issues that affect DRL.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-12, item 9 **Date Edited:** 4/1/1999

Office of Americas, Africa and Asia

A-30-002-01 **Subject Files**

Description: Memoranda, telegrams, reports, action memoranda, handwritten notes background materials Congressional correspondence and testimony and other documentation pertaining to bilateral affairs with respect to human rights in Asia, Africa and the Americas.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 10 **Date Edited:** 4/1/1999

A-30-002-02 **Country Files - Arranged chronologically**

Description: Memoranda, telegrams, correspondence, reports, background material and other documentation pertaining to human rights and humanitarian affairs in individual countries.

Disposition: Permanent. Cut off when 1 year old. Retire to the Record Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 11 **Date Edited:** 4/1/1999

Office of NIS, Europe, Mideast and South Asia

A-30-003-01 **Subject Files - Arranged by subject**

Description: Correspondence, telegrams, memoranda, reports, action memoranda, handwritten notes, background materials, Congressional correspondence and testimony and other documentation pertaining to human rights and humanitarian affairs.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 12 **Date Edited:** 4/1/1999

A-30-003-02 **Country Files - Arranged by country**

Description: Correspondence, memoranda, reports, action memoranda, reports, handwritten notes, background materials, Congressional correspondence and testimony and other documentation regarding bilateral affairs with respect to human rights in Europe, Mideast and South Asia.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 13 **Date Edited:** 4/1/1999

Office of Multilateral Affairs

A-30-004-01 **Subject Files - Arranged by TAGS and by subject**

Description: Correspondence, telegrams, reports, action memoranda, handwritten notes, background materials, Congressional correspondence and testimony and other documentation pertaining to human rights and humanitarian affairs. Included are the Inter-Agency Group on Human Rights (Christopher Group).

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 5 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: NC1-59-82-6 **Date Edited:** 4/1/1999

A-30-004-02 **Country Files - Arranged by country**

Description: Correspondence, telegrams, reports, memoranda, and other documentation pertaining to human rights and humanitarian affairs in individual countries.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 year old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 15 **Date Edited:** 4/1/1999

A-30-004-03 **Organization - Arranged by organization**

Description: Correspondence, telegrams, meeting delegations, meeting reports, meeting plans, International organizations such as Council of Europe, ICRC, CSCE, UN and OAS.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 16 **Date Edited:** 4/1/1999

Office of International Labor Affairs

A-30-005-01 **Subject Files - Arranged by subject according to TAGS**

Description: General correspondence, memorandum of understanding, reports, telegrams, airgrams, briefing notes, position papers, letters, background materials, policies, statistics, and other documentation which pertain to international labor issues.

Disposition: Permanent. Cut off when 1 year old. Retire to Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 17 **Date Edited:** 4/1/1999

A-30-005-02 **Country Files - Arranged by country**

Description: Correspondence, telegrams, reports, statistics, memoranda, background materials, handwritten materials and other documentation related to labor issues in a particular country.

Disposition: Permanent. Cut off when 1 year old. Retire to Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 18 **Date Edited:** 4/1/1999

A-30-005-03 **Workers Rights Files - Arranged by subject**

Description: Correspondence, telegrams, airgrams, reports, labor organizations, briefing reports, labor statistics and other documentation that pertain to International Labor Unions and labor issues.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 19 **Date Edited:** 4/1/1999

A-30-005-04 **Human Rights Files - Arranged by subject**

Description: Correspondence, telegrams, reports, statistics, memoranda, background materials, labor rights, violations and other documentation which pertains to human rights.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 20 **Date Edited:** 4/1/1999

A-30-005-05 **General System of Preferences**

Description: Correspondence, telegrams, reports, background materials, memoranda, briefing reports, e-mail, fax, labor reports and other related documents which relates to labor issues in a specific country.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 21 **Date Edited:** 4/1/1999

A-30-005-06 **Chronological Files**

Description: Correspondence, memorandum of understanding, telegrams, airgrams, reports, statistics, labor documents, worker rights, labor unions, background documents, and documentation pertaining to the activities of the International Labor Affairs office.

Disposition: Permanent. Cut off when 1 year old. Retire to Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 22 **Date Edited:** 4/1/1999

A-30-005-07 **Labor Attaché Files - Arranged by subject**

Description: Telegrams, airgrams, memorandum of understanding, trends, studies, reports, biographic data, background materials, labor unions and other related materials. Documents the activities, duties and functions of the labor attaches.

Disposition: Permanent. Cut off when 1 year old. Retire to Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 23 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 30: Democracy, Human Rights and Labor

Office of Democracy

A-30-006-01 **Subject Files - Arranged by subject**

Description: Correspondence, reports, memoranda telegrams, position papers, briefing notes, summaries, Non Governmental Organizations (NGOs), letters, background materials and other documentation on U.S and international positions related to democracy and related issues.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 24 **Date Edited:** 4/1/1999

A-30-006-02 **Country Files - Arranged alphabetically by country**

Description: Correspondence, telegrams, reports, memoranda, briefing memoranda, press clippings, press releases and other documentation that relate to specific countries.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 25 **Date Edited:** 4/1/1999

Office of External Affairs

A-30-007-01 **Subject Files - Arranged by subject**

Description: Memoranda, news clippings, NGO reports, background materials, reports, letters, Congressional Hearings, copies of legislation and other documentation used to determine policy decisions regarding human rights.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 26 **Date Edited:** 4/1/1999

A-30-007-02 **Country Files (specific) - Arranged alphabetically by country**

Description: Memoranda, letters, material on indigenous people, human rights, Congressional Hearings, letters, legislation and other documents on human rights which relate to a specific country.

Disposition: Permanent. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 27 **Date Edited:** 4/1/1999

A-30-007-03 **Speeches**

Description: Records set of speeches for the Assistant Secretary and Deputy Assistant Secretaries. Remarks are made before all types of organizations.

Disposition: Permanent. Cut off at the end on incumbent's tenure. Retire to the Records Service Center (RSC) immediately for transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-12, item 28 **Date Edited:** 4/1/1999

Office of Asylum Affairs

A-30-008-01a **Asylum Files**

Description: a. Asylum Applications. Copies of individual asylum applications and related documents which are used to prepare nonbinding advisory opinions for INS.

Disposition: Destroy 6 months from date of receipt, or when no longer needed, whichever is sooner.

DispAuthNo: N1-59-97-27, item 1a **Date Edited:** 4/1/1999

A-30-008-01b **Asylum Files**

Description: b. Advisory Opinion Letters. Copies of nonbinding advisory opinions for INS or Immigration Judges on asylum cases.

Disposition: Cut off at end of calendar year. Destroy when 2 years old.

DispAuthNo: N1-59-97-27, item 1b **Date Edited:** 4/1/1999

A-30-008-02 **Electronic Applications Files**

Description: Basic information regarding asylum applications, such as name, date of birth, country of origin, and office that provided material to INS.

Disposition: Cut off when 1 year old. Delete when 2 years old. (The history file is maintained by INS).

DispAuthNo: N1-59-95-12, item 30 **Date Edited:** 4/1/1999

A-30-008-03 **Country Conditions Profiles**

Description: Reports are prepared by DRL/ASY for use by the Executive Office of Asylum Review and the INS in assessing asylum claims. They are the Department's formal comments to the Department of Justice on asylum.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-12, item 31 **Date Edited:** 4/1/1999

A-30-008-04 **Historical Files**

Description: Asylum applications and subject files that have been set aside as a "Historical File" because of their sensitivity, notoriety, importance, or precedent-setting nature. The files consist of telegrams, correspondence, asylum applications, biographic information, memorandums, reports, clippings, and other material.

Disposition: Permanent. Cut off when 1 year old. Retire to the Records Service Center (RSC) when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-12, item 32 **Date Edited:** 4/1/1999

A-30-008-05 **Country Reports Team - Arranged by country**

Description: Telegrams, airgrams, reports, background material, memoranda, congressionals and other related material on human rights conditions in foreign countries. As required by congress in accordance with sections 116 (d) and 502 (b) of the Foreign Assistance Act.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-95-12, item 33 **Date Edited:** 4/1/1999

A-30-008-06 **Country Reports on Human Rights Practices**

Description: Produced annually. The country reports on human rights practices are prepared by the Department of State in accordance with sections 116 (d) and 502 (b) of the Foreign Assistance Act of 1961, as amended. They also fulfill the legislative requirements of section 505 (c) of the Trade Act of 1974, as amended. The report cover the human rights practices of all nations that are members of the United Nations and a few that are not. They are printed to assist Members of Congress in the consideration of legislation, particularly foreign assistance legislation.

Disposition: Retain two copies of the final report in the office. Destroy when 5 years old.

DispAuthNo: N1-59-95-12, item 34 **Date Edited:** 4/1/1999

Office of the Executive Director (INVEST)

A-30-009-01a **Leahy Vetting [International Vetting and Security Tracking - INVEST]**

Description: a. Master File

Invest is a web based system used by the Department to vet foreign candidates and units (Military, Police and other) to determine if they have committed gross human rights violations in the past prior to receiving funding, training or security assistance from the U.S. government. The records on individuals contain the following types of information: Name, ID Number, Date of Birth, Place of Birth, Sex, Unit type, Unit Name, Unit Alias, Rank and Final Decision.

The information for a Military Unit follows: Commander Name, Commander ID#, Commander Rank, Commander Date of Birth, Commander Place of Birth (city, village), Commander State of Birth, Commander Country of Birth, Country to Search, Commander Sex, Unit Type, Unit ID#, Unit Name, Unit Alias, Unit Location, Unit Description, Unit English Description, Composite Unit type, Branch Name, Branch Description and Final Decision.

The information for a Police Unit follows: Commander Name, Commander ID, Commander Rank, Commander Date of Birth, Commander Place of Birth (city, village), Commander State of Birth, Commander Country of Birth, Country to Search, Commander Sex, Unit type, Unit ID#, Unit Name, Unit Alias, Unit Location, Unit Description, Unit English Description, Composite Unit Type, Branch/Precinct/Local Unit, Sub-Unit Name, Operation/Federal Level and Final Decision.

The information for a Other Unit follows: Commander Name, Commander ID, Commander Rank, Commander Date of Birth, Commander Place of Birth (city, village), Commander State of Birth, Commander Country of Birth, Country to Search, Commander Sex, Unit Type, Unit ID#, Unit Name, Unit Alias, Unit Location, Unit Description, Unit English Description, Composite Unit Type, Branch/Precinct/Local Unit, Sub-Unit Name, Operation/Federal Level and Final Decision.

Disposition: Temporary. Destroy/delete ONLY after the final decision to accept, reject or suspend training or funding is made and forwarded to posts and the email has been captured as a “record email” in SMART and tagged with Subject TAGS PHUM.

DispAuthNo: N1-059-09-38, item 1a **Date Edited:** 5/3/2011

A-30-009-01b	**Leahy Vetting [International Vetting and Security Tracking - INVEST]**
Description:	b. Inputs/Source Records Electronic records entered into the system during an update process, and not required for audit and legal purposes and electronic records received from other agencies.
Disposition:	Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, serve as back up to, master file or database, whichever is later.
DispAuthNo:	GRS 20, item 2(b) **Date Edited:** 5/3/2011

A-30-009-01c	**Leahy Vetting [International Vetting and Security Tracking - INVEST]**
Description:	c. Outputs Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs.
Disposition:	Temporary. Destroy when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed.)
DispAuthNo:	GRS 20, item 16 **Date Edited:** 5/3/2011

A-30-009-01d	**Leahy Vetting [International Vetting and Security Tracking - INVEST]**
Description:	d. Systems Backups Systems Backups and Tape Library Records. Backups tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.
Disposition:	Temporary. Delete/destroy incremental backup tapes when second and subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.
DispAuthNo:	GRS 24, item 4(a)(1) **Date Edited:** 5/3/2011

U.S. Department of State Records Schedule

Chapter 30: Democracy, Human Rights and Labor

A-30-009-01e	**Leahy Vetting [International Vetting and Security Tracking - INVEST]**
Description:	e. Systems Documentation Includes systems requirements, system design, and user guides.
Disposition:	Temporary. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.
DispAuthNo:	GRS 20, item 11(a)(1) **Date Edited:** 5/3/2011